

Conference for Food Protection 2008-2010
Issue Committee Report

Date of Report: August 2009

Submitted By: Vicki Everly, Issue Committee Chair

Committee Charges:

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges established at the 2008 Biennial Meeting (Issue II-032)

1. Enhance and maintain the online Issue submission process.
2. Draft policies and procedures regarding the Issue process, including submission, review, and Council consideration.
3. Recommend improvements to the Issue Committee structure to more effectively manage responsibilities and workload.

Requested Action by Executive Board:

- Approval of DRAFT “Issue Review Process and Checklist” – item 2 noted below
- Approval of DRAFT “CFP Committee Final Report” template – item 2 noted below
- Discussion of archiving and posting of revised attachments – item 3.d noted below

Progress Report / Committee Activities:

1. No committee meetings have been held to date; e-mail communication only.
2. Development of DRAFT “Issue Review Process and Checklist” and “CFP Committee Final Report” template (see attached documents). The intent of these documents are to:
 - a) Assist Committee Chairs when preparing final reports and Issues.
 - b) Establish a systematic approach for the review of Committee submitted reports and Issues.
 - c) Establish a process for collaboration between the Issue Chair and Council Chairs during the preliminary review process.
3. Future Activities:
 - a) Review and update of on-line Issue submission instructions – *to be completed prior to October launch of Issue submission web site*
 - b) Development of improved “attachment instructions” to assist submitters when attaching, editing, and replacing documents submitted with Issues – *to be completed during the review of Issues for the 2010 Biennial Meeting*
 - c) Conduct all Issue review activities – *beginning December 2009 thru February 2010.*
 - d) Clarify future archiving and posting of “revised” attachments – the process currently does not accommodate any revisions made to documents after Issues have been submitted to Council.

For example, if an attachment is revised during a Committee meeting immediately preceding the Biennial Meeting, the revised documents are NOT formally captured anywhere by the Conference. Currently, the ONLY documentation retained from the deliberation process is the final wording within an Issue Recommendation. Because the revised documents do not currently become part of the CFP archives, this situation can lead to confusion when revisions have been made to Issue content attachments.

Capturing attachment revisions (content attachments only) within the CFP archives would require a change to either the on-line automated process OR the hand-insertion of revised documents into a separate category on the CFP web site under the “meeting materials” page.

4. **FOR INFORMATION ONLY – reminder of 2010 Biennial Meeting Issue submission deadline dates:**
 - October 2009 – Issue Submission template and instructions available online
 - December 1, 2009 – Issue Submission Form available online.
 - Friday, December 4, 2009 – Committee Reports/prospective Issues submitted to Council Chairs for review
 - Friday, January 8, 2010 – Issue submission deadline (*constitutionally mandated at least 90 days out*)
 - Friday, February 19, 2010 – Issue Committee finalizes Council assignments
 - Sunday, March 1, 2010 – Issue Packets available online (*constitutionally mandated at 40 days out*)

Committee Members: see attached Excel spreadsheet